



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Environmental Control Officer	Department: Planning	
Pay Grade: 106	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to conduct activities related to code issues for junk, debris, overgrowth, illegal dumping, litter and property maintenance; enforces all applicable codes and laws; assists in Risk Management.

Works under close to general supervision according to set procedures, but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Investigates unauthorized accumulation of solid waste that is unlawfully thrown, dumped or caused to be dumped anywhere in the unincorporated areas of the county.

Investigates and reports accidents/incidents involving county employees and properties.

Evaluates and enforces the unsafe structures ordinance which requires maintenance standards for structures to ensure habitability of the structure and preservation of property values.

Enters data into computer system and types letters.

Maintains a schedule for inspection and notification of violation.

Acquires evidence to support environmental cases.

Conducts field inspections.

Responds to complaints of code violations in the Greenwood County Zoning Ordinance and the Greenwood County Code of Laws.

This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.





Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Environmental Control Officer	Department: Planning	
Pay Grade: 106	Revised: 7/1/15	

Additional Duties:

Assists with risk management training.

Assists in supervising assigned community service and inmate crew members.

Writes summons for court.

Appears in court or other judicial proceedings to submit evidence and case summaries for the enforcement/prosecution of criminal code infractions.

Performs related work as assigned

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where

This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.





Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Environmental Control Officer	Department: Planning	
Pay Grade: 106	Revised: 7/1/15	

opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

This Job Description does not constitute an employment agreement between the County and an employee and is subject to change by the County as its needs and requirements of the job change.





Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Environmental Control Officer	Department: Planning	
Pay Grade: 106	Revised: 7/1/15	

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderate – affects those in work unit.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.





Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Environmental Control Officer	Department: Planning	
Pay Grade: 106	Revised: 7/1/15	

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (**Does not include safety of subordinates**).*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent.

Requires three months experience in customer service skills, interpretation of legal cases and understanding of basic construction procedures is necessary OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

